

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

December 5, 2005
Aldermen O'Neil, Shea,
Garritty, Smith, Lopez

4:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Amending resolution and budget authorization authorizing and appropriating funds in the amount of Seven Thousand Two Hundred Two Dollars and Forty Cents (\$7,202.40) for the FY2003 CIP 215903 Lead Hazard Control Grant Program.
Gentlemen, what is your pleasure?
4. Amending resolution and budget authorization authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the FY2006 CIP 214206 Manchester Health Care Access Review Program.
Gentlemen, what is your pleasure?
5. Amending resolution and budget authorization authorizing and appropriating funds in the amount of Two Thousand Twenty Eight Dollars (\$2,028) for FY2006 CIP 410706 NH DWI Patrol Program.
Gentlemen, what is your pleasure?
6. Amending resolution and budget authorization authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for FY2006 CIP 411806 Project Safe Neighborhoods Program.
Gentlemen, what is your pleasure?

7. Amending resolution and budget authorization authorizing and appropriating funds in the amount of Forty Three Thousand Eight Hundred Sixty Two Dollars (\$43,862.00) for FY2006 CIP 713106 Trolley Crossing PS Force Main Project.

Gentlemen, what is your pleasure?

8. Communication from Matthew Sink, Deputy Building Commissioner, seeking the permanent replacement of an inspection vehicle.

Gentlemen, what is your pleasure?

9. Communication from Diane Prew, Director of Information Services, relative to the selection of a new Police and Fire Computer Aided Dispatch and Records Management System.

Gentlemen, what is your pleasure?

10. Communication from William Sirak, Chairman of the Manchester Development Corporation, seeking the Board's concurrence of a grant in the amount of \$15,000 from the MDC Restricted Marketing Account in support of a marketing plan presented by Paul Borek, Economic Development Director.

Gentlemen, what is your pleasure?

11. Sewer abatement request (91 Lilac Court).
(Note: EPD recommends an abatement in the amount of \$229.40 be granted.)

Gentlemen, what is your pleasure?

12. Sewer abatement request (90 Fourth Street).
(Note: EPD recommends an abatement in the amount of \$140.40 be granted.)

Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

13. Communication from Aldermen Garrity and O'Neil requesting the Highway Department review the situation at the intersection of So. Willow and So. Maple streets and report back to the Committee with recommendations for improvements and estimated costs.
(Originally tabled 02/18/2005 pending estimate from Highway. Retabled 04/12/2005 pending research by Planning on the availability of South Willow funds.)
14. Funding for the Weston Tower project.
(Tabled 04/12/2005 – referred to Highway-Facilities Division, Parks, Recreation and Cemeteries and Planning Departments for review. On October 11, 2005 Parks requested to work with Finance to outline initial and annual costs.)
15. On May 3, 2005 the Board of Mayor and Aldermen voted to retain and repair the Black Brook/Maxwell Pond Stream Restoration Proposal to the CIP Committee for funding.
(On 06/07/2005 referred to CIP staff for report back to September Committee meeting regarding funding. Tabled on 09/13/2005 pending report from the Planning Director.)
16. Communication from Kevin Sheppard, Deputy Public Works Director, seeking the Committee's review and assistance in finalization of a policy on graffiti removal on private property.
(Tabled 09/13/2005 – referred to Highway Department for recommendation on a policy and fee for removal of graffiti on private property.)
(Note: communication dated October 17, 2005 from the Public Works Director advising on his position relating to the removal of graffiti on private property.)
17. If there is no further business, a motion is in order to adjourn.

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City of Manchester New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2003 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Thousand Two Hundred Two Dollars and Forty Cents (\$7,202.40) for the FY2003 CIP 215903 Lead Hazard Control Grant Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2003 CIP as contained in the 2003 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept loan proceeds in the amount of \$7,202.40 from the repayment of a project loan for the implementation of the Lead Hazard Control Grant Program;

NOW, THEREFORE, be it resolved that the 2003 CIP be amended as follows:

By increasing:

FY2003 CIP 215903 Lead Hazard Control Grant Program - \$7,202.40 Other
(From \$0 Other to \$7,202.40 Other) (Total budget increased from \$895,725 to \$902,927.40)

Resolved, that this Resolution shall take effect upon its passage.

3

CIP BUDGET AUTHORIZATION

CIP #: 215903	Project Year: 2003	CIP Resolution: 6/4/2002
Title: Lead Hazard Control Program	Amending Resolution: 12/6/2005	
Administering Department: Planning Department	Revision: 1	

Project Description: A comprehensive lead hazard control program which is designed to remove lead-based paint hazards as well as other health and safety dangers from low-income housing. A minimum of 135 units of housing will be addressed as a result of this funding.

Federal Grants

Federal Grant: Yes
 Grant Executed:

Environmental

Review Required: Yes
 Completed: Yes

Critical Events

1	Program Initiation	2/18/2003
2	Program Completion	3/31/2006
3		
4		
5		

Expected Completion Date: 3/31/2006

Line Item Budget

	FEDERAL	OTHER		TOTAL
Salaries and Wages	\$15,633.00	\$0.00	\$0.00	\$15,633.00
Fringes	\$7,817.00	\$0.00	\$0.00	\$7,817.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$872,275.00	\$7,202.40	\$0.00	\$879,477.40
TOTAL	\$895,725.00	\$7,202.40	\$0.00	\$902,927.40

Revisions

#1 - Total budget increased \$7,202.40 from \$895,725 to \$902,927.40 due to the repayment of loan proceeds.

COMMENTS

Return of loan funds due to the sale of rental property.

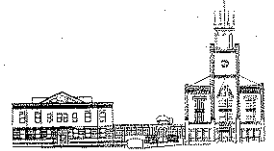


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie *RS*
Director of Planning

Date: December 5, 2005

Subject: Planning Department – CIP #215903 – Lead Hazard Control Grant Program

The City's Lead Hazard Control Program has received \$7,202.40 of funds due to the sale of a rental property. In accordance with federal requirements, these funds must be used for the implementation of additional lead hazard control activities and therefore we are requesting that the funds be added to the existing project.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary to increase the project budget.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

City of Manchester New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the FY2006 CIP 214206 Manchester Health Care Access Review Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept donations in the amount of \$150,000 from various foundations to examine access to health care services in Manchester;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 CIP 214206 Manchester Health Care Access Review Program - \$150,000 Other

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: 214206

Project Year: 2006

CIP Resolution: 5/17/2005

Title: Manchester Health Care Access Review Program

Amending Resolution: 12/6/2005

Administering Department: Health Department

Revision:

Project Description: Funding to coordinate a comprehensive community planning process to examine access to healthcare for Manchester's vulnerable population

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Program Initiation	12/6/05
2	Program Completion	11/30/07
3		
4		
5		

Expected Completion Date:

11/30/2007

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$150,000.00	\$0.00	\$0.00	\$150,000.00

Revisions

COMMENTS

Department authorization to expend funds is contingent upon receipt of donations. Expenses to be consistent with incoming donations.

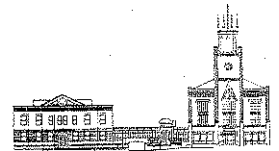


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie *RS*
Director of Planning

Date: December 5, 2005

Subject: Health Department – CIP #214206 – Manchester Health Care Access Review Program

The Health Department has notified us that the City has received a grant from the Endowment for Health totaling \$20,000 and that an additional \$120,000 will be forthcoming from other non-City sources to examine access to health care for Manchester's vulnerable populations.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for program initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:



CITY OF MANCHESTER Department of Health

1528 Elm Street
Manchester, NH 03101-1350
Telephone: (603) 624-6466
Administrative FAX: (603) 628-6004
Community Health FAX: (603) 665-6894
School FAX: (603) 624-6584
www.ManchesterNH.gov

BOARD OF HEALTH
Attorney Robert Christy, Chair
Nicholas Skaperdas, D.M.D., Clerk
Laura Smith Emmick, M.D.
Jazmin Miranda-Smith, M.Ed.
M. Mary Mongan, R.N.

Frederick A. Rusczek, M.P.H.
Public Health Director

Richard DiPentima, R.N., M.P.H.
Deputy Public Health Director

October 24, 2005

Daniel O'Neil, Chairman and Members of the Community Improvement Program Committee
c/o City Hall
1 City Hall Plaza
Manchester, NH 03101

Re: Receipt of Grant Funding to Examine Access to Health Care Services in Manchester

Dear Chairman O'Neil and Members of the CIP Committee:

The Manchester Health Department is pleased to report that it has been awarded a grant from the Endowment for Health to coordinate a comprehensive community planning process to examine access to health care for Manchester's vulnerable populations. This planning process will involve key health and business leaders at the community and state level as a subcommittee of the Healthy Manchester Leadership Council.

As the state's largest City, Manchester has the most economically and culturally diverse population in New Hampshire. As a community, we have concluded that we need to undertake an extensive process of researching, envisioning, and reshaping of our current health care system in order to ensure the most affordable and accessible health care services are provided. There are some apparent issues that beg for first examination and resolution, such as the needed development of a funding mechanism to support appropriate health care services for the area's growing refugee population. However, we also need to resolve the growing problem of assuring access to health care for families of Medicaid covered children, the working poor, and other uninsured residents of the greater Manchester area.

The \$20,000 grant from the Endowment for Health is but one of the outside sources of funding that we anticipate will be acquired to support this work. Therefore, we seek authority to accept not only the funding presented here, but also to accept additional funding up to \$150,000 from other non-City sources for this multi-year project. There is no, and will be no, City cost associated with this work, other than the in-kind work of Health Department staff to coordinate this work.

Sincerely,

Frederick A. Rusczek, MPH
Public Health Director

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City of Manchester New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY 2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Twenty Eight Dollars (\$2,028) for FY2006 CIP 410706 NH DWI Patrol Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Highway Safety Agency to implement DWI Patrols;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 410706 – NH DWI Patrol Program - \$2,028 State

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: 410706 Project Year: 2006 CIP Resolution: 5/17/2005
 Title: NH DWI Patrol Program Amending Resolution: 12/6/2005
 Administering Department: Police Department Revision: 3

Project Description: Operation of DWI sobriety checkpoints in cooperation with the NH State Police to identify and apprehend impaired drivers, increase public awareness and reduce serious motor vehicle accidents.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1	Program Initiation	12/6/05
2	Program Completion	9/15/06
3		
4		
5		

Expected Completion Date: 9/15/2006

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$17,737.20	\$0.00	\$0.00	\$17,737.20
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$17,737.20	\$0.00	\$0.00	\$17,737.20

Revisions

- #1 \$6,000 approved as a part of 2006 CIP, \$4,284 of grant funds actually received.
- #2 \$3,744 of additional grant funds received increasing budget by \$2,028 to \$8,028.
- #3 \$9,709.20 of additional grant funds received increasing budget from \$8,028 to \$17,737.20.

COMMENTS



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER


Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie 
Director of Planning

Date: December 5, 2005

Subject: Police Department – CIP #410706 – NH DWI Patrol Program

The Police Department has notified us that the City has received additional grant funds from the State of New Hampshire Highway Safety Agency totaling \$9,709.20 for the implementation of DWI Patrols.

As such, we have prepared the appropriate CIP Amending Resolution and revised Budget Authorization Form.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

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City of Manchester New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for FY2006 CIP 411806 Project Safe Neighborhoods Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Department of Justice to operate a Project Safe Neighborhoods Program;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 - 411806 Project Safe Neighborhoods Program - \$8,000 State

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: 411806 Project Year: 2005 CIP Resolution: 5/17/2005
 Title: Project Safe Neighborhoods Amending Resolution: 12/6/2005
 Administering Department: Police Department Revision:

Project Description: The program will concentrate on juvenile gun violence prevention through community outreach and education.

Federal Grants

Federal Grant: No
 Grant Executed:

Environmental

Review Required: No
 Completed:

Critical Events

1	Program Initiation	12/6/05
2	Program Completion	9/30/2006
3		
4		
5		

Expected Completion Date: 9/30/2006

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$4,568.00	\$0.00	\$0.00	\$4,568.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,432.00	\$0.00	\$0.00	\$3,432.00
TOTAL	\$8,000.00	\$0.00	\$0.00	\$8,000.00

Revisions

COMMENTS



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER


Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie 
Director of Planning

Date: December 5, 2005

Subject: Police Department – CIP #411806 – Project Safe Neighborhoods Program

The Police Department has notified us that the City has received grant funds from the United States Department of Justice totaling \$8,000 for the implementation of a gun safety program. The program will concentrate on juvenile gun violence prevention through community outreach and education.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for project initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

7

City of Manchester New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Three Thousand Eight Hundred Sixty Two Dollars (\$43,862.00) for FY2006 CIP 713106 Trolley Crossing PS Force Main Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept funds in the amount of \$43,862 from the State of New Hampshire Department of Transportation for design work necessary to relocate a sewer line currently under the State's Merrimack River Bridge Reconstruction Project; and

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

1) **By creating:**

FY2006 CIP 713106 – Trolley Crossing PS Force Main - \$43,862 State

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP #: 713106	Project Year: 2006	CIP Resolution: 5/17/2005
Title: Trolley Crossing PS Force Main		Amending Resolution: 12/6/2005
Administering Department: Highway - EPD		Revision:

Project Description Design & construction engineering services, required by New Hampshire Department of Transportation, for sewer line relocation under the State's Merrimack River Bridge Reconstruction project.

Federal Grants

Federal Grant: **No**
Grant Executed:

Environmental

Review Required: **No**
Completed:

Critical Events

1	Project Initiation	12/07/05
2		06/30/09
3		
4		
5		

Expected Completion Date: **6/30/2009**

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$19,434.00	\$0.00	\$0.00	\$19,434.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$24,428.00	\$0.00	\$0.00	\$24,428.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$43,862.00	\$0.00	\$0.00	\$43,862.00

Revisions

COMMENTS

Funds to be received from the New Hampshire Department of Transportation

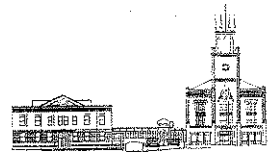


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER


Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie 

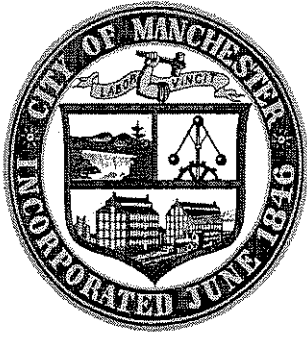
Date: November 30, 2005

Subject: EPD Project – 713106 Trolley Crossing PS Force Main

Tom Seigle has contacted this office advising us of an agreement for services with the State Department of Transportation for the engineering and design of a sewer line relocation across the Merrimack River. The agreement calls for the City to be reimbursed in the amount of \$43,862.00 for these services and as such the receipt of the funds requires an amendment to the 2006 CIP. Accordingly, we have included with this memo an amending resolution and budget authorization for your review and respectfully ask that you make a positive recommendation to the full Board of Mayor and Aldermen.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov



**City of Manchester
Department of Buildings**

City Hall -West Wing
One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324

Leon L. LaFreniere
Building Commissioner

Matthew M. Sink
Deputy Bldg. Commissioner

TO: Committee on Community Improvement

FROM: Matthew Sink, Deputy Building Commissioner *M.S.*

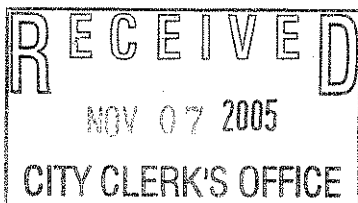
DATE: November 4, 2005

SUBJECT: Replacement vehicle

We were notified by the Manchester Transit Authority that during routine maintenance, it was discovered that the frame of one of our vehicles had severely deteriorated to the point that it posed a danger if continued to be driven. Both MTA and Highway Department mechanics determined that it was beyond repair and that replacement of the frame far exceeded the value of the vehicle. As a result, it has been removed from service and scrapped.

We are currently using a pool car of questionable reliability to fill this void in our inspection fleet, and with the approach of cold weather, we respectfully request the immediate allocation of funds for a permanent replacement.

Thank you for your consideration of this request.





**City of Manchester
Information Systems Department**

100 Merrimack Street
Manchester, New Hampshire 03101-2210
Phone (603) 624-6577
Fax (603) 624-6320
www.ManchesterNH.gov

Diane S. Prew
Director

November 1, 2005

Chairman Daniel P. O'Neil
Committee on Community Improvement
C/O City Clerk
One City Hall Plaza
Manchester, NH 03101

Chairman O'Neil:

The Information Systems Department has been working with the Police and Fire Departments to select a new Computer Aided Dispatch and Records Management System (CAD/RMS). A Request for Proposals was issued in March of 2005 and twelve responses were received. After extensive review, Police and Fire have narrowed the selection to two vendors in the same price range of approximately \$1,700,000.

Our CIP budget authorization is for \$1,490,000. In order to execute a contract we would need an additional \$210,000 plus it would be advisable to add ten percent (\$170,000) for contingency. We have discussed this shortfall of \$380,000 with Sam Maranto. He indicated that he would look into the possibility of transferring unused balances from other accounts. We are writing to you to request your assistance.

Your help is greatly appreciated.

Sincerely,

Diane S. Prew
Director Information Services

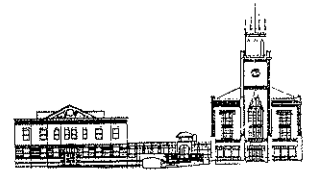
CC: Community Improvement Committee Members
Robert S. MacKenzie
Chief Joseph P. Kane
Chief John A. Jaskolka
Samuel Maranto

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CITY OF MANCHESTER

Manchester Economic Development Office



October 18, 2005

IN BOARD OF MAYOR & ALDERMEN

DATE: November 15, 2005

ON MOTION OF ALD. O'Neil

SECONDED BY ALD. Smith
refer to the Committee
VOTED TO on Community Improvement.

Board of Mayor and Aldermen
C/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Honorable Members of the Board:

At its regular monthly meeting on August 12, 2005, the members of the Manchester Development Corporation voted to approve a grant of \$15,000 from the MDC Restricted Marketing Account in support of the marketing plan presented by Paul Borek, Economic Development Director.

The funds in the Restricted Marketing account are private sector contributions donated to the Greater Manchester Development Corporation in the early 1990s for the purpose of undertaking a marketing initiative. Due to changes in the structure and staffing of GMDC shortly thereafter, these funds have never been utilized as envisioned to support marketing activities for the City of Manchester. The companies who donated these funds were given the offer of having them returned at the time of the GMDC-MDC transition; most responded that the funds could be kept by MDC for future marketing purposes only.

The aggressive marketing plan prepared by Paul Borek will require securing funding beyond that included in the budget for the Manchester Economic Development Office, and the Manchester Development Corporation wishes to assist the City as it promotes Manchester to the outside world. We believe new tax revenues and jobs will result from these efforts.

The Manchester Development Corporation asks the concurrence of the Board of Mayor and Aldermen with our commitment to provide these funds to the new marketing initiatives of the Manchester Economic Development Office.

Very truly yours,

William N. Sirak
Chairman
Manchester Development Corporation

11
January 2, 2005

Manchester City Clerks Office
City Hall Plaza
Manchester, NH 03101

Attn: Paula L-Kang

I was told to contact your office regarding my last bill from Manchester Environmental Protection Division's office.

We moved into our new home in March of 2004. There had been an irrigation system installed, which at that point in time, we thought was a great thing.

When I received my first bill from Manchester Water Works I was well aware that it would be high but we were not told that the EPD bill that would follow would be of the same magnitude.

It came and was in the amount of \$105.55. I called their office and was told at that time that I needed to install a separate meter, but not to worry until the Spring at this point.

12/06/05

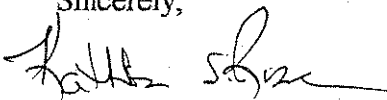
Imagine my surprise when I received my next bill in the amount of \$181.35!!!!

As my home is only occupied by my husband and I, the thought that our sewer bill should be this high cannot possibly make sense to anyone.

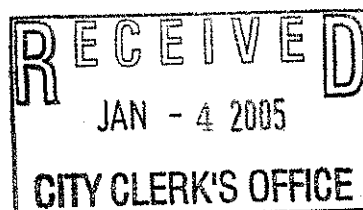
I therefore request to be put on the docket at the next meeting and have this bill reviewed and reduced.

If you require any other information, please do not hesitate to contact me.

Sincerely,



Kathleen S. Rose
91 Lilac Ct.
Manchester, NH 03103
603-622-1925
EPD acct # 132793-204868





**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memo

To: Paula L-Kang
From: Thomas W. Seigle, P.E. *T. Seigle*
Date: 11/28/05
Re: Sewer Abatement Request for
Kathleen S. Rose
91 Lilac Court

#05-261

The attached abatement request was submitted in January, 2005. At that time we recommended that the request be deferred until spring consumption history could be obtained.

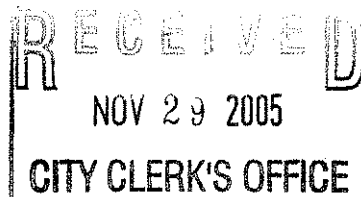
At this time, four quarters of billing history is available indicating an average consumption of 15 ccf. Based on our review, an abatement of \$229.40 is recommended.

I have attached backup correspondence regarding the request for your information.

/djv

Attach

cc Lisa Hynes – EPD
June George – EPD



11
OK
Date: November 28, 2005

To: June George/Tom Seigle

From: Lisa Hynes, Accountant II *LH*

Ref: Findings/Recommendations for sewer abatement request for 91 Lilac Court
Acct # 132793-204868

Reason for Request:

The customer is requesting abatement for the sewer billing periods covering 4/23/04 – 10/20/04 due to water usage for the irrigation system. The customer has made partial payments against the billings for both quarters.

Supporting Backup:

Homeowner called EPD on 12/3/04 and was told about the Deduct Meter Program and the abatement process. After our initial review in February 2005, we proposed that the homeowner install a deduct meter and that we would revisit her request once history was established. This was new construction and there was no consumption history for review. At this time we now have 4 quarters of history, two with the deduct meter activated, for which the average usage has been 15ccf. During the 2 periods referenced above for the abatement, the usage was 61ccf and 117ccf.

Recommendations:

Due to the fact that the homeowner has met the conditions set forth in our letter of February 9th, and that we now have historical consumption for comparison, I **recommend an abatement be granted in the amount of \$229.40 for 148ccf.**

agree, JG 11/28/05

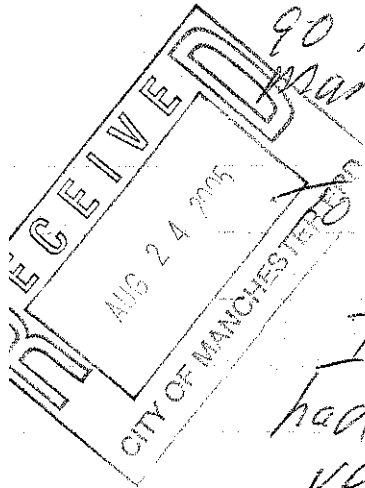
Enclosure

EPD

John P. Courmoyer
90 Fourth St.
Manchester NH 03102

12

8-22-05



To Whom it May Concern,

In June 2005, my family & I had gone on vacation for 1 week, upon returning the outside hose was found running with water entering my house. My Basement was flooded with everything floating. I reported it to the M.P.D. as an act of vandalism and they sent an officer to the scene but he said it was probably neighborhood kids and there was not much he could do. I have since secured this line from inside the house to stop any further damage. My Insurance co. also was not much help. I have suffered greatly from this incident and had some losses. My Basement has a dirt floor and all the water was gone in a day or so. No water was returned for sewage processing as a result. Could you please release me from these charges

Respectfully



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memo

To: Paula L-Kang
From: Thomas W. Seigle, P.E. *T. Seigle*
Date: 11/28/05
Re: Sewer Abatement Request for
John P. Cournoyer
90 Fourth St.

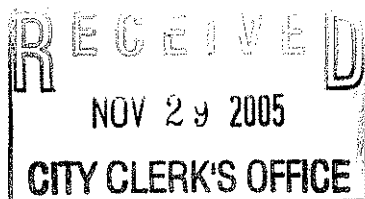
#05-260

In accordance with the attached memo from Lisa Hynes, it is recommended that an abatement in the amount of \$140.40 be granted.

/djv

Attach

cc June George – EPD
Lisa Hynes – EPD



12

Date: November 28, 2005

To: June George/Tom Seigle

From: Lisa Hynes, Accountant II *LH*

Ref: Findings/Recommendations for sewer abatement request for 90 Fourth Street
Acct # 27993-18998

Reason for Request:

The customer is requesting abatement for the sewer billing periods covering 4/20/05 – 7/22/05 due to water usage from an act of vandalism. The customer has made payment in full for this billing.

Supporting Backup:

Homeowner requested abatement indicating that the water that accumulated in his basement was absorbed into the dirt floor within a couple of days of discovery. EPD mailed a letter to the homeowner indicating that we needed to send an inspector out to verify the flooring in the basement in order to proceed with the abatement request. Homeowner contacted EPD and the inspection was completed on 10/7/05. During the period referenced above the usage was 101ccf. Homeowners average quarterly consumption over the past 3 years has only been 23ccf.

Recommendations:

Based on the inspectors finding, I recommend an abatement be granted in the amount of \$140.40 for 78ccf.

agree JG 11/28/05

Enclosure



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

May 6, 2005

John Cournoyer
90 Fourth St.
Manchester, NH 03102

RE: Sewer Abatement Request for 27993-18998

Dear Mr. Cournoyer:

As per our telephone conversation, following are the procedures to follow to request a sewer abatement.

If you have any additional questions or concerns, please do not hesitate to call me. Thank You.

Sincerely,

JoAnn Bennett
Customer Service Rep II

Enclosure



CITY OF MANCHESTER

Board of Aldermen

13 2/18/05 - 1000000
pending estimate from Highway
3/14/05 - " "
4/12/05 - " "
Planning to research
So. Willow funds.
9/13/05 - " "
10/11/05 - " "

February 2, 2005

Members, Committee on Community Improvement
One City Hall Plaza
Manchester, NH 03101

Re: Improvements to Intersection at So. Willow and So. Maple Streets

Dear Sirs:

The area of the intersection of South Willow Street and South Maple Street has become a serious safety concern that will require improvements and funding. There are serious "blind corner" type issues with the curve and traffic flows.

We are asking that the Committee request the Highway Department to review the situation at this intersection and report back to this Committee with recommendations for improvements and estimated costs.

Your favorable consideration of this request would be most appreciated.

Sincerely,

Michael Garrity
Alderman, Ward 9

Daniel P. O'Neil
Alderman At-Large



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

March 14, 2005

CIP Committee of the Honorable Board of
Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo Bernier, City Clerk

Re: *Improvements to Intersection of South Willow & South Maple Streets*

Dear Committee Members:

I am writing in response to both Alderman Garrity's request for us to review the referenced intersection as well as a request from the restaurant (P.J. O'Sullivan's) owner to review the speeding traffic onto Maple Street from South Willow Street. We have attached a conceptual plan which would address both of these issues.

This plan eliminates the north/west bound turn lane onto South Maple Street, creating a stop condition. The estimated cost to construct this work is \$190,000.00.

Mr. Frank Thomas or myself are available to address any questions you may have pertaining to this matter.

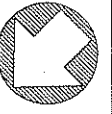
Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

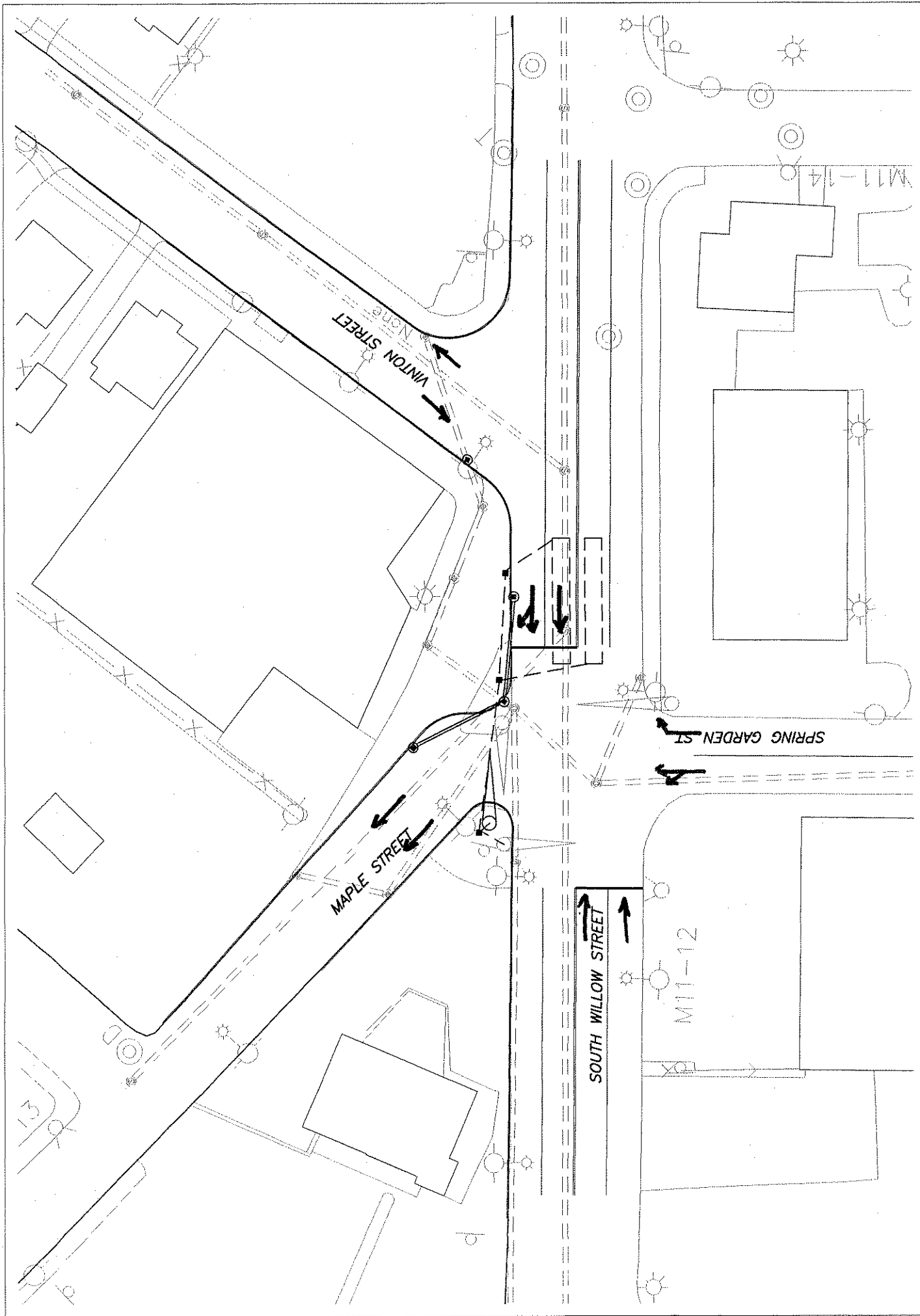
/cd

cc: Frank C. Thomas, P.E.
Alderman Daniel P. O'Neil
Alderman Michael Garrity
Bruce Thomas, P.E.
Thomas P. Lolicata
Robert MacKenzie

Encl.



South Willow Street at Maple Street
SCALE: 1" = 50'



13

South Willow at Maple Street							
BAT	February 14, 2005	Estimate					
Scope of work includes remove island, adjust/add drainage, traffic signal equipment relocation and concrete island work							
Number	Item Description	Price	Quantity	Price	Amount		
202.41	Removal of Existing Pipe, 0-24" Dia	LF	110	\$10.00	\$1,100.00		
202.5	Removal of Catch Basins, Drop Inlets and Manholes	EA	3	\$250.00	\$750.00		
203.1	Common Excavation	CY	723.6	\$12.00	\$8,682.67		
304.2	Gravel	CY	199.3	\$16.00	\$3,189.33		
304.3	Crushed Gravel	CY	230.7	\$22.00	\$5,075.89		
403.11	Hot Bit. Pavement Machine Method	TON	566.1	\$100.00	\$56,609.87		
403.12	Hot Bit. Pavement Hand Method	TON	50.0	\$100.00	\$5,000.00		
417.1	Coldplaning of Bituminous Surfaces	SY	221.1	\$10.00	\$2,211.11		
603.11015	15" HDPE (0-10' Deep)	LF	70	\$40.00	\$2,800.00		
604.24	Catch Basin 4' Diameter	VF	32	\$250.00	\$8,000.00		
604.6	DMH Frame and Cover, 30" Opening	EA	3	\$280.00	\$840.00		
604.82	Frame and Grate, Type B	EA	4	\$250.00	\$1,000.00		
604.87	Frame and Grate, Furnished by Others	EA	5	\$125.00	\$625.00		
608.1	3" Bituminous Sidewalk	SY	487.3	\$35.00	\$17,056.67		
609.01	Vertical Granite Curb	LF	210	\$16.00	\$3,360.00		
614.511	Concrete Pull Box	EA	3	\$300.00	\$900.00		

Number	Item Description	Price	Quantity	Price	Amount
614.7318	3" PVC Conduit, Schedule 40 (Including Specified Excavation)	LF	200	\$30.00	\$6,000.00
615	Reset Traffic Sign	EA		\$250.00	\$0.00
616.101	Traffic Signals	LS	1	\$20,000.00	\$20,000.00
618.109	Uniformed Officers and Flagmen	ALL	1	\$4,000.00	\$4,000.00
619.1	Maintenance of Traffic incl. Dustlaying	LS	1	\$5,000.00	\$5,000.00
619.2	Const. Signs and Warning Devices	LS	1	\$1,000.00	\$1,000.00
620	Calcium Chloride	TON	2	\$100.00	\$200.00
628.2	Sawed Bit. Concrete Pavement	LF	276.5	\$3.00	\$829.50
629	Testing of Materials	ALL	1	\$500.00	\$500.00
632.3106	Reflectorized Thermoplastic Pavement Marking 6", Solid Line	LF	432	\$1.50	\$648.00
632.3112	Reflectorized Thermoplastic Pavement Marking 12", Solid Line	LF	52	\$2.50	\$130.00
632.3104	Reflectorized Thermoplastic Pavement Marking 4", Double Line	LF	316	\$2.00	\$632.00
632.3601	Reflectorized Thermoplastic Pavement Arrows, Single	EA	4	\$80.00	\$320.00
641.04	Loam 4 Inches Deep	SY	5	\$3.20	\$16.00
646	Turf Establishment with Mulch	SY	5	\$1.50	\$7.50
692	Mobilization	LS	1	\$5,000.00	\$5,000.00
699	Temp. Proj. Water Pollution Control	ALL	1	\$500.00	\$500.00
	Subtotal:				\$161,983.53
	15% contingency				\$24,297.53
	Total:				\$186,281.06
	Use:				\$190,000



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

April 11, 2005

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *Improvements to Intersection of S. Willow and S. Maple Streets*

Dear Committee Members:

As a follow-up to my March 14th letter, I am attaching an optional estimate for the construction of the referenced project. The attached estimate, in the amount of \$60,000 would be the cost of the work should the construction be performed by City crews.

I will be available to address any questions you may have on this matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Alderman Daniel P. O'Neil
Alderman Michael Garrity
Thomas P. Lolicata, Traffic Dir.
Robert MacKenzie, Planning Dir.

Encl.

13

ESTIMATE

South Willow St. & Maple St. Intersection Improvemments

B.A.T. March 15, 2005

Project Description:

City Forces Estimate for removing the island, adjust/add drainage, traffic signal equipment relocation and removing the northbound Maple Street slip by lane.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
ROADWAY MATERIALS				
152	TON	3/8" Wearing Course	\$28.00	\$4,263.27
296	TON	3/8" Base Course	\$28.00	\$8,292.82
697	TON	18" RAP Base	\$6.00	\$4,181.00
180	LF	Vertical Granite Curb	\$12.00	\$2,160.00
30	LF	Curved Vertical Granite Curb	\$18.00	\$540.00

SUBTOTAL \$19,437.09

DRAINAGE MATERIALS:

4	EA	Type B Frames and Grates	\$155.29	\$621.16
4	EA	Round Slab Top 48"	\$85.00	\$340.00
32	VF	48" Dia. Riser	\$40.00	\$1,280.00
4	EA	48" Dia. Base	\$160.00	\$640.00
16	TON	3/4" Stone	\$7.49	\$121.37
18	TON	Sand Fill	\$1.50	\$26.25
70	LF	15" Dia. HDP Pipe	\$4.22	\$295.40

SUBTOTAL: \$3,324.18

MISCELLANEOUS MATERIALS:

0	LS	Erosion Control	\$1,000.00	\$0.00
1	LS	Construction Signs	\$500.00	\$500.00
2	CY	Loam (4")	\$12.80	\$25.60

SUBTOTAL: \$525.60

ROADWAY MATERIALS: \$19,437.09
DRAINAGE MATERIALS: \$3,324.18
MISCELLANEOUS MATERIALS \$525.60

SUBTOTAL (MATERIALS): \$23,286.86

ADD 15% (OF VALUE OF MATL.): \$3,493.03

TOTAL (MATERIALS): \$26,779.89

CONTRACT ITEMS:

1	ALL	Police Officers	\$4,000.00	\$4,000.00
1	LS	Striping	\$865.00	\$865.00
1	LS	Traffic Signals	\$26,900.00	\$26,900.00

SUBTOTAL: \$31,765.00

TOTAL PROJECT: \$58,544.89

USE: \$60,000

14
WESTON OBSERVATORY RESTORATION COMMITTEE

4/12/05 - Tabled
9/13/05 - " "
10/11/05 - " "

April 12, 2005

City of Manchester CIP Committee
1 City Hall Plaza
Manchester, NH 03101

To The CIP Committee,

The Weston Observatory Restoration Committee met on April 5 to discuss the 2005 restoration project. The committee identified the observatory restoration needs. The observatory needs a new deck. The stonework needs repointing. The windows need to be removed and refit. The metal staircase needs sandblasting and painting. The observatory needs electrical upgrading to comply with city codes. All of the above mentioned work is estimated to cost \$45,000.

The committee is working on a capital campaign to raise funds to match the city's contribution. We are requesting \$22,500 at this time with the remaining funds to be raised through grant writing and private contributions. Unless the city contributes to this campaign, it is unlikely that the committee would receive any grant funding from foundations. This is a city owned historic landmark in need of attention.

We would like to present to you an accurate estimate of all work to be done. We have identified local businesses wanting to begin work immediately if the city is willing to contribute their portion of this project. The committee will be meeting in May @ City Hall and in June with neighbors @ Hillside Middle School.

Our goal is to restore the observatory and the grounds surrounding the building to allow the community to once again enjoy this small parkland with incredible views. We will also develop a yearly maintenance plan and a self-sustainable plan for future. A cost analysis will be submitted upon request and monthly accounting reports will be given to the CIP committee for review.

We thank you for the consideration.

Sincerely,



Jane Beaulieu
Project Chair

FOR MANCHESTER
83 HANOVER STREET 3RD FLOOR
MANCHESTER, NEW HAMPSHIRE 03101



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

Memorandum

To: Committee on Community Improvement Program

From: Robert S. MacKenzie *RS*
Director of Planning & Community Development

Date: April 12, 2005

Subject: Weston Observatory

The Weston Observatory is a key City landmark that is located on Oak Hill overlooking Derryfield Park and the City. The building is listed on the National Register of Historic Places. It was last improved approximately 30 years ago. In order to improve security in the area, vehicular access to the Observatory was blocked off several years ago.

Given its landmark status, we would recommend the following steps:

- 1) That a professional evaluation be done of structural, mechanical and cosmetic aspects of the building with a recognition of its National Register status.
- 2) That a site evaluation be conducted to both improve its setting and to properly make recommendations on vehicular access, pedestrian access, site security and operational program.

It is likely that the evaluation will take a couple of months and would make recommendations on prioritized capital improvements and operational methods. It is likely that the evaluation would take a few thousand dollars. It is recommended that the funds for this evaluation come from the existing Derryfield Park improvement program.

If you have any questions, we will be available at your next meeting.



CITY OF MANCHESTER

Office of the City Clerk

6/7/05 - Met. to
CIP staff for report
back at Sept. mtg.
re: *Sending*

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Committee on Community Improvement

From: *Leo*
Leo R. Bernier
City Clerk

Date: May 6, 2005

Re: Black Brook/Maxwell Pond

Please be advised that on May 3, 2005, the Board of Mayor and Aldermen voted to retain and repair the dam and refer the report of the Committee on Lands and Buildings to the Committee on Community Improvement.

Enclosed is a copy of the report reflecting actions taken.

Enclosure

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the Black Brook/Maxwell Pond Stream Restoration Proposal be referred to the full Board of Mayor and Aldermen for presentation.

May 3, 2005.

In Board of Mayor and Aldermen.

On motion of Alderman Forest, duly seconded by Alderman Porter, it was voted to retain and repair the dam.

On motion of Alderman DeVries, duly seconded by Alderman Smith, it was voted to refer to the Committee on Community Improvement.

Respectfully submitted,

L.R. Bunker

Clerk of Committee



City Clerk

15
Manchester Urban Ponds Restoration Program

One City Hall Plaza, Manchester NH 03101 (603) 624-6450 www.manchester.nh.gov/UrbanPonds

11-15-2004
60 forward +
have PH +
inform

Committee
when PH
will be held.
1/5/05 - planned
tabled

August 6, 2004

Lands & Buildings Committee
Honorable Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101

Re: Black Brook/Maxwell Pond Stream Restoration Proposal

Honorable Committee Members:

The Manchester Urban Ponds Restoration Program (UPRP) was created in 2000 in an attempt to restore the city's urban ponds to their historic uses (such as boating, fishing, or swimming). The program attempts to promote public awareness, education and stewardship, reduce pollutant loading to improve water quality, maintain or enhance biological diversity, and provide improved recreational uses at each pond. One of the ponds in the program is Maxwell Pond.

Maxwell Pond has existed since 1900 when a dam was erected on Black Brook for the purpose of ice harvesting. Since that time the pond has been an ecosystem in need of restoration, since it has seen increased impacts from surrounding and upstream land uses over the last 50 years.

In 2001, I initiated an advisory committee comprised of environmental professionals to assess possible options for the restoration of the Maxwell Pond/Black Brook corridor. The initial discussions included dam removal as part of a larger Black Brook Corridor Restoration Project. There are many justifiable reasons for this option. First, the dam (currently in disrepair) no longer serves its original purpose, and is costly to maintain on a yearly basis. Second, the pond no longer resembles what it once was, and is no longer being used as a swimming area. Third, restoring Black Brook would enhance biological diversity and open up approximately 6 miles of unimpeded anadromous fish habitat from the Merrimack River upstream to Black Brook. This type of project, in the true spirit of restoration, certainly fits the scope and intent of the Manchester Urban Ponds Restoration Program.

Those on the advisory committee include representatives from the NH Department of Environmental Services, the NH Fish & Game Department, Trout Unlimited, the National Park Service, the Manchester Parks, Recreation & Cemetery Department, the Manchester Conservation Commission, and others. Each entity has been crucial in assisting the Urban Ponds Restoration Program with the design of a feasibility study, pre-restoration monitoring, and the likelihood of success of dam removal and habitat restoration at this site.

Through many hours of fieldwork and meetings, we have completed an exhaustive study of the impounded area to better understand the impacts of dam removal at this site. Since this is a City owned dam, the City holds the final determination of whether to move forward with the restoration of Black Brook by removing the impoundment. Considering such factors as timing, funding, dam maintenance, and habitat benefit, this is a rare opportunity for Manchester to restore at least some of what has been lost over the years.

In this period of rising environmental awareness, I ask that the Committee support this Urban Ponds Restoration Program initiative for the good of Manchester.

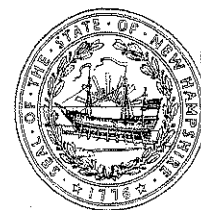
Thank you for your consideration.

Respectfully submitted,


Art Grindle
Urban Ponds Restoration Program Coordinator



The State of New Hampshire
Department of Environmental Services



Michael P. Nolin
Commissioner

March 15, 2004

Board of Mayor and Aldermen, Committee on Lands and Buildings
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

Dear Committee Members:

The Black Brook Advisory Committee (BBAC) was created in 2002 in order to investigate the feasibility and scope of stream restoration activities along the Black Brook corridor. The BBAC is comprised of representatives from The City of Manchester Conservation Commission and Parks and Recreation Department, Trout Unlimited, the National Park Service and the Department of Environmental Services. Several collaborative efforts are currently underway that will provide detailed recommendations and restoration strategies geared toward returning Black Brook to a more natural condition and function.

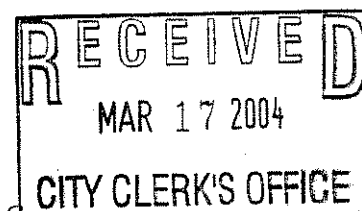
One of the major restoration initiatives identified by the BBAC is to investigate the potential removal of the dam on Maxwell Pond. The City of Manchester is currently faced with substantial financial obligations to repair and maintain the dam in order to maintain safety requirements and annual inspection fees etc. The City of Manchester wouldn't have to contribute any financial resources to a restoration project involving dam removal at Maxwell Pond.

The Black Brook Advisory Committee would like to request that a special meeting be convened by the Committee on Lands and Buildings to receive an informational presentation on the proposed Black Brook restoration efforts and specifically, the potential removal of the Maxwell Pond Dam. The presentation will focus upon restoration efforts, predicted benefits, financial incentives and the abundance of funding opportunities currently devoted to this project. Approximately 45 minutes would be required for the presentation and question and answer period to follow. Ultimately, we are seeking the approval of the Committee on Buildings and Lands to move forward with this effort and to provide a positive recommendation to the Board of Mayor and Alderman. Convening this proposed meeting by the end of April would be greatly appreciated as several of our funding sources are time sensitive. Please contact either of us with a proposed date and time or if you would like to discuss this request further. Thank you.

Sincerely,

Stephen C. Landry
NHDES, Merrimack Watershed Supervisor
(603) 271-2969

Jennifer Drociak
Manchester Conservation Commission
(603) 559-0028



15

MAXWELL POND DAM REMOVAL: RESTORATION OF BLACK BROOK IS FEASIBLE

HISTORY OF MAXWELL POND



Maxwell Pond was created by the installation of a dam on Black Brook in 1900. The pond was reportedly named for A.H. Maxwell, who owned the Manchester Coal & Ice Company at the time when ice was harvested there. Ice harvesting took place in the 1930's and '40's, when Maxwell Pond was considered the best source in Manchester for pure ice. The company was located upstream and would keep the ice cold with hay-bales and sell it year round.

Until the late 1950's, Maxwell Pond was a popular for swimming, picnicking, and fishing in the summer. In the winter months the pond provided a spot for skating, bonfires and hockey games. It was even considered for a secondary

municipal water source for the City of Manchester, but the idea was apparently abandoned sometime in the 1960's. In the late 1950's and early 1960's Maxwell Pond began to change when a cement company located upstream began impacting Black Brook by washing sediment into the streambed and impoundment.

WHY REMOVE DAMS?

There are more than 4,800 active and inactive dams in the State of New Hampshire. Many of these dams were built during the Industrial Revolution in the 19th and early 20th centuries, and they played central roles in New Hampshire's economic and societal growth during that period. But as technological and societal needs have changed, so too has the need for some dams.

Many New Hampshire dams and their impoundments enable and enhance values recreational uses, such as boating, fishing, and swimming. A smaller number of New Hampshire's dams provide important services such as water supply and flood control. But some dams, particularly those that are old, unsafe and uneconomical, may be good candidates to consider for removal.

Dams were historically built with little, if any, consideration to their impact on river systems. In the last several decades, resource managers have learned that dams cause environmental damage, that free-flowing rivers play a vital role in ecosystem health, and the selective dam removal can be both efficient and effective.

Selective dam removal can eliminate a public safety hazard, relieve a dam owner's financial and legal burdens and restore a river to a healthier, free-flowing condition. Consequently, some dam owners are taking a second look at their dams.

WHY REMOVE MAXWELL POND DAM?

Over the last 40-50 years, the community has not been able to swim in Maxwell Pond due to increases in sediment load from upstream sites over time. Today, the pond (which had a maximum depth of 8 feet in 1954) has a maximum depth of just 4 feet. Clearly the land uses upstream have had an impact on Maxwell Pond and historical activities have not taken place at the pond in many decades.

The possibility of restoring Black Brook by removing the Maxwell Pond dam came about as one of several corridor-wide efforts to restore Black Brook. These supplemental projects include riparian/wetland work upstream from Maxwell Pond near the City's transfer station, and brook restoration planning further upstream near Wakefield Materials.

WHAT ARE THE FACTORS OF DAM REMOVAL?

The process of selective dam removal looks at several factors such as possible wetland impacts, fish and wildlife impacts, social impacts, water quality and quantity impacts, historical resource impacts, sedimentation impacts, floodplain impacts,

BENEFITS OF SELECTIVE DAM REMOVAL

- Elimination of a public safety hazard.
- Cost savings to taxpayers and dam owners.
- Improvement to water quality.
- Elimination of barriers to fish and other aquatic species.
- Restoration of river habitats.
- Creation of new, river-based recreational opportunities.

and aesthetic impacts. It is the **environmental issues** that often trigger consideration for dam removal, but it is typically the **economic issues** that are the pivotal decision factor since it is, in many cases, less expensive to remove a dam than to maintain and repair it on a yearly basis. Engineering issues are typically straightforward, but it is the **social issues** that are the most challenging aspect. 15

ENVIRONMENTAL ISSUES

Dams can have many ecological impacts on rivers. They can block fish and other aquatic species from moving throughout a river system to access spawning sites and other critical habitats. Dams can hold back and cause buildup of sediment, woody debris, and other materials that would have naturally been disturbed throughout the river, playing important roles in providing nutrients and habitat for plants and animals downstream. Dams can increase water temperatures and decrease dissolved oxygen availability in impoundments, forcing many native river species out because they can't live under those conditions. Dams can also flood wetlands, floodplain forests and other ecosystems that naturally occur along the river's edge and serve valuable purposes.

The act of removing a dam may seem like a radical event to a river and the species that live in it, but rivers have proven themselves to be very resilient and able to "heal" quickly, based upon many dam removals that have taken place nationwide. Previously submerged lands revegetate rapidly, typically within a few weeks during the growing season. Fish populations and species diversity commonly increase in the restored stretch of the river within the first year after a dam is removed. Significant water quality improvements are often seen in a similarly short amount of time, depending upon conditions.

ECONOMIC ISSUES

The cost of keeping a dam safe, particularly when the dam is no longer serving an economic function, can represent a significant burden to the dam owner. Dam ownership requires ongoing financial responsibility. Sometimes the costs of operation and maintenance, liability protection, annual registration fees and other obligations of dam ownership may outweigh the benefits derived from the dam. Studies show that repairing a dam can often cost three times more than removing that dam. In addition, there are many potential funding sources. In this case, there are funding sources available to the City of Manchester from the Manchester Urban Ponds Restoration Program (UPRP), Department of Environmental Services (DES), NH Fish & Game Department (NHFG), Trout Unlimited (TU) among others. There would most likely be no cost to the City for dam removal, and all partners have been interested in seeking river restoration of this area.

SOCIAL ISSUES

Many people have concerns regarding dam removal, such as "will the river/waterbody disappear?" "will flooding occur?" or "will all the fish die?" Some concerns are based on lack of information while others are value-based. Many share both sets of concerns. However, proactive discussion rather than reactive decisions typically result in creative solutions.

WHAT PRE-RESTORATION WORK HAS BEEN COMPLETED?

During the Winter of 2001, DES and UPRP dug 310 holes in Maxwell Pond to examine sediment depth and locate the original brook channel. Sediment chemistry was then examined, and no contaminants were found. TU has been involved with surveying and aerial topographical mapping to examine channel morphological work. DES, NHFG, and TU also collected fish at four sites on Black Brook (two upstream from the impoundment and two downstream) to survey total population, weight, and lengths of the fish. At these same sites, macroinvertebrates (stream insects) were surveyed. Additional pre-restoration work (to be completed Summer 2003) will include a survey of fish inside the impoundment and additional channel cross-section work.

WHAT IS THE TIMEFRAME FOR POTENTIAL DAM REMOVAL AT MAXWELL POND?

FOR MORE INFORMATION

Contact the NH Department of Environmental Services, Water Division, Dam Bureau, River Restoration Coordinator at (603) 271-3406 or e-mail slindloff@des.state.nh.us. OR

The Manchester Urban Ponds Restoration Program at (603) 624-6450 or agrindle@ci.manchester.nh.us

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October 21, 2003

Sally Fellows
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Lands & Buildings Committee Meeting Agenda for December 16, 2003

Dear Ms. Fellows:

I am writing to request that the Black Brook Advisory Committee be placed on the Lands & Buildings Committee agenda for Tuesday December 16, 2003.

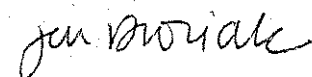
The Black Brook Advisory Committee includes members from the Manchester Conservation Commission, Parks & Recreation Department, Department of Environmental Services, and other organizations. Their focus has been on Maxwell Pond dam removal and Black Brook river restoration.

During this meeting the Black Brook Advisory Committee would like to discuss the feasibility of dam removal/river restoration, the alternative of dam repair, monetary costs associated with and ecological components of both options. The Black Brook Advisory Committee is ideally looking for an Aldermanic vote in favor of dam removal/river restoration and would be willing to give a second presentation to the Mayor and Board of Alderman afterwards, if necessary.

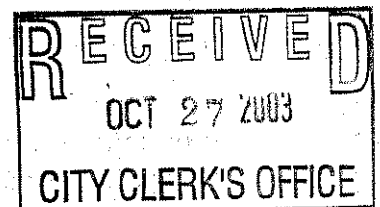
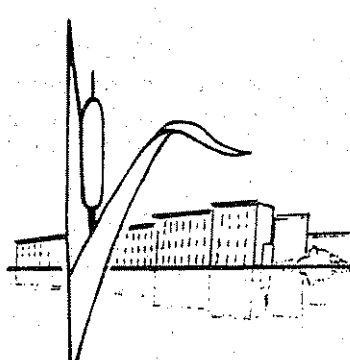
Please let me know if the Black Brook Advisory Committee will be on the Lands & Buildings Committee agenda for Tuesday December 16, but contacting me at 647-1826 or jen.drociak@nh.gov.

Thank you and I look forward to hearing from you.

Sincerely,



Jen Drociak
Manchester Conservation Commission



Mayor's Office, One City Hall Plaza, Manchester, NH 03101 (603) 624-6450

**MANCHESTER
CONSERVATION
COMMISSION**

Printed on recycled paper

Black Brook Dam - Manchester, NH

Annual Maintenance Costs Incurred by Parks, Recreation and Cemetery Department

City of Manchester - Maintenance and Associated Costs

Work Description	Frequency	Year Completed	Cost	Annual Cost
Annual Maintenance	Yearly	2002	\$ 950.00	\$ 950.00
Dam Inspection by NHDES	Yearly	2002	\$ 300.00	\$ 300.00
Emergency Action Plan (EAP)	5yrs.	1998	\$ 14,200.00	\$ 2,840.00
Repair & Improvements	15 yrs	1986	\$ 20,741.60	\$ 1,382.77

Average Annual Costs \$ 5,472.77

5



black_brook-19.jpg



black_brook-20.jpg



black_brook-22.jpg



black_brook-23.jpg

15

**Black Brook Dam Removal
Manchester, NH
Cost Estimate**

Page 1

11/15/2004

I. <u>LABOR (4 men crew)</u>	Labor Cost	Duration (days)
Mobilization		3
Labor Cost - (\$23.46/hr x 8 hrs/day x 4men x 3 days)	\$2,252.16	
Site Preparation & Water Control		2
Labor Cost - (\$23.46/hr x 8hrs/day x 4 men x 2 days)	\$1,501.44	
Demolition and Debris Removal		10
Labor Cost - (\$23.46/hr x 8 hrs/day x 4men x 10days)	\$7,507.20	
Demobilization and Restoration		8
Labor Cost - (\$23.46/hr.x 8 hrs/day x 4 men x 8 day)	\$6,005.76	
Total Labor Cost=	<u>\$17,266.56</u>	
Total # of Days=		<u>23</u>
II. <u>EQUIPMENT</u>		
In-House Rental (See attached "Dam Project Equipment Rental sheet for details)		
	\$4,652.00	\$4,652.00
Rental - Excavator w/ Hammer		
(1 week @\$3,500/wk)	\$3,500.00	
Rental - Excavator w/ thumb		
(2 weeks @ \$2,500/wk)	\$3,000.00	
Total equipment cost =	<u>\$11,152.00</u>	
III. <u>MATERIALS</u>		
Misc. - rip-rap, gravel, turbidity curtains, silt fence, etc.	\$6,000.00	
Total Materials Cost =	<u>\$6,000.00</u>	

15

**Black Brook Dam Removal
Manchester, NH
Cost Estimate**

Page 2

11/15/2004

V. PLANNING & PROJECT OVERSIGHT

4 weeks @ \$1,500 per week \$6,000.00

In-State Travel- 4 weeks @ 60mi/day, \$.375/mi \$450.00

Total Engineering Cost = \$6,450.00

VIII. Summary

A. Labor \$17,266.56

B. Equipment \$11,152.00

C. Materials \$6,000.00

G. Planning & Project Oversight \$6,450.00

F. 20% contingencies \$8,173.71

Total Project Cost = \$49,042.27

15

Dam Project - Equipment Rental Project Estimate

Dam Project: Black Brook Dam Removal

Dam No.: PD 150.07

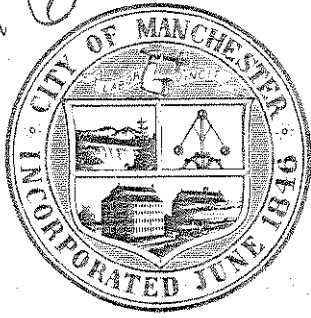
Equipment/Item	Class	No. of Days	Daily Rate	No. of Hours	Hourly Rate	Total \$
Brush Hog - WOODS	N/A		\$55.00		\$0.00	\$0.00
Brush Hog - JOHN DEERE	N/A		\$55.00		\$0.00	\$0.00
Brush Hog - JOHN DEERE	N/A		\$55.00		\$0.00	\$0.00
Compressor, Air (Le-Rol) (TR-552)	11001	14.00	\$24.95	84.00	\$29.22	\$353.78
Crane, Drott (ES-131)	19009		\$72.37		\$5.55	\$0.00
Crane, Quickway (ES-116)	19009		\$72.37		\$5.55	\$0.00
Crane, Quickway (ES-118)	19009		\$72.37		\$5.55	\$0.00
Dozer Backhoe TD-7	49003		\$51.75		\$3.60	\$0.00
EXCAVATOR - CASE 9010D	N/A		\$205.40		\$25.68	\$0.00
Jackhammer	N/A	5.00	\$24.00		N/A	\$120.00
Loader, Michigan (ES-135)	33002		\$52.85		\$4.00	\$0.00
Loader, Michigan (ES-77)	33002		\$52.85		\$4.00	\$0.00
Mower, Slope Master	49001		\$9.08		\$1.27	\$0.00
Mowers, Ferris	N/A		\$16.00		\$2.25	\$0.00
Mowers, Lawn (Small)	N/A		\$14.50		\$1.50	\$0.00
Saw, Hydraulic Concrete (18hp)	N/A	5.00	\$90.00	8.00	\$25.50	\$454.00
Saw, Brush	N/A		\$14.25		\$1.90	\$0.00
Saw, Chain (16"-19" blade)	N/A		\$14.25		\$1.90	\$0.00
Stomper, Stone/Compaction	N/A		\$37.50		\$4.69	\$0.00
Tractor, Ford	49001		\$9.08		\$1.27	\$0.00
Tractor, John Deere (no backhoe)	49001		\$9.08		\$1.27	\$0.00
Tractor, John Deere w/backhoe	49003		\$51.75		\$8.60	\$0.00
Trailer, 21-TON Rogers (TR-626)	53002	4.00	\$24.37	20.00	\$24.37	\$97.28
Trailer, Low-Bed 12-Ton (TR-550)	53002		\$12.17		\$2.43	\$0.00
Trailer, Hudson (TR-547)	53002		\$12.17		\$2.43	\$0.00
Trailer, Pequea (TR-670)	53002		\$12.17		\$2.43	\$0.00
Trailer, Pequea (TR-836)	53002		\$12.17		\$2.43	\$0.00
Trailer, Utility PJ (TR-464)	53002		\$12.17		\$2.43	\$0.00
Trailer, Const. Office (TR-777)	53007		\$7.67		N/A	\$0.00
Trimmers, Weed	N/A		\$1.25		\$1.90	\$0.00
Truck, 2-Ton Dump (ES114)	55010		\$44.23		\$2.80	\$0.00
Truck, 5-Ton Dump (ES115)	55011		\$44.62		\$5.95	\$0.00
Truck, 10-Wheel Dump (ES-110)	55012	20.00	\$50.52	120.00	\$7.50	\$1,923.60
Welder/Generator	11001	10.00	\$11.95	60.00	\$2.22	\$252.70
Wood Chipper 16T-300 (TR-551)	N/A		\$75.75		\$10.10	\$0.00
Wood Chipper (ES-133)	N/A		\$75.75		\$10.10	\$0.00
Wood Chipper 6" (TR-755)	N/A		\$44.25		\$5.90	\$0.00

Equipment/Item	Class	No. of Days	Daily Rate	No. of Miles	Cost/Mile	Total \$
1 Ton Crew Cab (ES113) Bill	55009	20.00	\$33.75	1,200.00	\$0.15	\$855.00
1 Ton Crew Cab (ES117) Bat Truck	55009		\$33.75		\$0.15	\$0.00
1 Ton Crew Cab (ES152) Jim	55009		\$33.75		\$0.15	\$0.00
1 Ton Dump Truck (ES 153)	55009		\$33.75		\$0.15	\$0.00
3/4 Ton PU Truck (ES 42) Chris	55015	20.00	\$28.75	1,200.00	\$0.10	\$595.00
3/4 Ton PU Truck (ES 44)	55015		\$28.75		\$0.10	\$0.00
3/4 Ton PU Truck (ES121) Old	55015		\$28.75		\$0.10	\$0.00
3/4 Ton PU Truck (ES151)	55015		\$28.75		\$0.10	\$0.00
3/4 Ton PU Truck (ES165)	55015		\$28.75		\$0.10	\$0.00
1/2 Ton Plow Truck (ES122)	55008		\$19.33		\$0.08	\$0.00

PAGE TOTAL: \$4,651.36

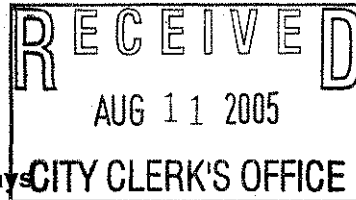
Signature: James W. Gallagher, Jr., P.E., Chief Water Resources Eng

Date _____



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487



Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

RECEIVED

~~AUG 11 2005~~

CITY SOLICITOR'S OFFICE

August 8, 2005

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Re: Graffiti Removal Program

Dear Committee Member:

The Graffiti Removal Program has been very successful. We have removed graffiti from within the City's right-of-way and have worked with the Parks & Recreation Department to remove graffiti within park areas.

We are currently expanding the program to private property and would like the Committee's opinion regarding the proposed policy. Attached, is the policy which states that the graffiti must be visible from the City's right-of-way, we will not remove graffiti above the first floor of buildings and we will not paint over graffiti on private property.

It is the recommendation of the City Solicitor's Office, that we charge a fee for removing graffiti from private property. Your assistance in finalizing our policy would be greatly appreciated.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Mike Colby
Stephen M. Tierney

Encl.

**Manchester Graffiti Removal Program
ENTRY PERMIT TO REMOVE GRAFFITI**

16

Print out this graffiti access release form, fill it out, mail it or walk it into the Highway Department at 227 Maple Street, 03103. An original signature of the property owner or authorized agent representing the property owner is required.

THE UNDERSIGNED, owner/authorized agent, (circle one) of the improved real property located at:

Manchester, New Hampshire, does hereby authorize City of Manchester employees to enter upon and remove the graffiti (including a brief description of drawing or slogan), located at said address from the _____ day of _____ to one year later, subject to the following terms and conditions:

1. The undersigned acknowledges that he has not caused, allowed or permitted the placement of the aforementioned graffiti, and that the undersigned will cooperate with the City of Manchester in ascertaining the identity of the person or persons responsible for said graffiti, prosecuting said person or persons, and collecting from said person or persons any costs incurred by the City of Manchester in the removal of said graffiti.
2. The City of Manchester, through its authorized employees or contractual agents, is hereby authorized to enter the aforementioned property of the undersigned to remove graffiti from said premises. I understand that the process for removing graffiti is by a high pressure hot water treatment.
3. It is also understood that this authorization is given for the removal of the current incident of graffiti and all future incidents of graffiti which occur within the next one (1) year so long as the undersigned is owner of the subject property. Only verbal verification of continued ownership will be obtained during this one (1) year period for removal of any subsequent graffiti incidents.
4. It is understood that the undersigned shall not be charged for said services and that in consideration of the aforementioned services, the City of Manchester shall not be liable to the undersigned for any damage to person or property occasioned in the removal of said graffiti, including damage to the person or property of the undersigned. The undersigned acknowledges that the City of Manchester does not guarantee either the workmanship or the success of the work of removal of said graffiti or the results obtained and that the City of Manchester, its agents and contractors are released by the undersigned from all claims, damages and suits that the undersigned, or his or her heirs or successors in interest may have by reason of the failure of the City to perform said work of removal in a satisfactory or workmanlike manner or by reason of the failure of the City to exercise ordinary care resulting in damage to person or property of the undersigned.

Dated this _____ day of _____, 20____, at Manchester, New Hampshire.

Print Owner or Authorized Agent's Name

Address of Owner

Owner or Authorized Agent's Signature

Daytime Telephone

POLICY ON GRAFFITI REMOVAL ON PRIVATE PROPERTY

The City of Manchester has made a commitment to clean up graffiti in the City. Including its removal from public areas and private premises visible from the public area. Contact the Highway Department at 624-6444, to report graffiti.

1. A completed owner request form must be submitted to the Highway Department before any work is started.
2. The City will only remove graffiti on private property which is visible from the City's right-of-way and is safely accessible by our equipment and personnel.
3. The City does not remove graffiti from above the first floor of buildings, objects such as garbage containers, or other surfaces as determined by the City.
4. The City utilizes a high pressure water machine for graffiti removal. If determined by the City, that this method of removal is not appropriate, the City will not remove the graffiti, i.e. the City will not paint over graffiti on private property.

16

DRAFT

August, 2005

Re: *Graffiti Removal*

Dear _____:

It has been brought to our attention that there is graffiti located on your building/property located at _____. The City currently has a program to assist property owners in removing graffiti. Attached are the requirements of this program.

The City of Manchester has made a commitment to improve the local environment by keeping the City clean and free of graffiti from public areas and private premises adjoining the public areas, where practicable. We recommend tht you remove the graffiti from your property or complete the attached form and return it to the Highway Department.

Should you have any questions pertaining to this matter, please feel free to contact me at this office.

Very truly yours,

Stephen M. Tierney
Chief of Hwy. Operations

/cd

Encl.



**City of Manchester
Department of Highways**

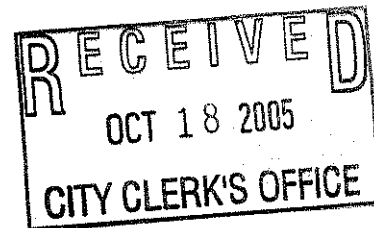
227 Maple Street
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Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

October 17, 2005
#05-097



C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Alderman Daniel P. O'Neil, Chmn.

Re: *City's Graffiti Removal Program*

Dear Alderman:

I thought it would be beneficial to the C.I.P. Committee if I gave my position on the removal of graffiti off private property through the City's Graffiti Removal Program.

I believe our first priority should be the control and removal of graffiti in street right-of-ways, parks and off public buildings. However, I do feel that we must be willing to work with the private sector to also address graffiti on private property if we want to accomplish our ultimate goal of a graffiti free City. This doesn't mean we should be tasked with removing all graffiti off private properties. Our first step should be to correspond with a private property owner and ask that they address graffiti on their property. If we feel that they have the means on their own to address graffiti, they should. (In the future, we may want to develop ordinances giving us enforcement authority to require graffiti removal.) However, I believe I should have the flexibility on a "case-by-case" basis to remove graffiti off private property, with our power washer, if the graffiti is on the ground level and the graffiti is clearly visible to the street. I further feel this service should be provided free of charge, because on many surfaces there may still be some remainder or shading that can't be completely removed. If you charge for this service, the customer will demand a perfect job.

I know some will say that there is enough graffiti on public property to keep us busy for years and that is true. However, I do feel that if I had to remove graffiti off 10 street signs compared to one private building fronting on Elm Street, the removal of graffiti off the Elm Street location would have the greater benefit to the residents of Manchester and the Program.

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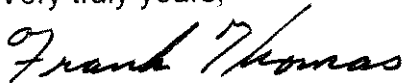
By removing graffiti off private structures on a "case-by-case" basis, our Department can make the determination if the work should be done based on the following:

- 1) Is the graffiti a priority for removal because it's an eyesore or offensive to the public?
- 2) Do we feel that the property owner has the resources to remove it on their own?
- 3) Is the graffiti on a surface that we can remove it without causing damage and without having to paint over it? (We will not paint private surfaces.)
- 4) Does the private work fit reasonably with our schedule?

In conclusion, it would be my intent to spend the majority of our time removing graffiti off public properties, while making the private sector aware of their responsibilities and only stepping in when I feel it's in the best interest of the City.

I am available to answer any questions you may have on this matter.

Very truly yours,



Frank C. Thomas, P.E.
Public Works Director

/c